



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

3 March 2025

DIVISION MEMORANDUM

No. 127, s. 2025

**CALL FOR SUBMISSION OF APPLICATION FOR THE RECRUITMENT,
SELECTION, EVALUATION OF TEACHER I APPLICANTS
FOR SY 2025-2026**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned


1. In consonance with DepEd Order No. 007 s. 2023 "Guidelines on Recruitment, Selection, and Appointment" the Schools Division Office (SDO) Batangas Province announces the recruitment, selection, evaluation of Teacher 1 applicants for School Year 2025-2026.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation, and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation of applicants, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. The activities and the dates for the entire process shall be as follows:

DATE	ACTIVITIES	PERSONS RESPONSIBLE
March 10-22, 2025	<ul style="list-style-type: none">• Submission of documents to School Screening Committee• Registration of teacher applicants thru this link: https://blasht.sdobatangas.online/	Teacher-Applicant/ School Screening Committee
March 25-April 12, 2025	<ul style="list-style-type: none">• Initial Evaluation of the Qualification of Applicants• Sub Office comparative assessment of Qualified Applicants	School Screening Committee/ District Sub Committee (Sub Office)
April 14- April 27, 2025	Sub Office consolidation and finalization of comparative assessment	District Sub Committee (Sub Office)
April 28-30, 2025	Division's Consolidation of Comparative Assessment Results/ Preparation of RQA	HRMPSB Secretariat
May 02, 2025	Submission of Registry of Qualified Applicants to the Appointing Authority	Division Selection Committee



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4. The following guidelines are hereby given emphasis:
- Applicants shall submit the necessary documents (*Please see Enclosure 1*) to the school in the municipality where they reside. For applicants residing outside the province, they may submit their pertinent papers to the school they plan to apply.
 - Applicants are required to register in the link provided in this Memorandum (*Please see Enclosure 2*).
 - Teachers who are Bachelor in Elementary Education graduate can **ONLY** apply to Elementary Level, while those teachers who are Bachelor in Secondary Education graduates or its equivalent can apply to **BOTH** Junior High School and Senior High School .
 - As stipulated in DepEd Order 21 s 2024, remaining applicants in the current CAR-RQA who were not appointed in the current school year, shall be given an option to carry over their CAR-RQA scores and/ or update their credentials without having to undergo the entire hiring process for the next school year; provided they submit a Letter of Intent to participate in the succeeding hiring process.
 - Teacher-applicants working in private schools shall coordinate with the PSDS of their respective sub-offices regarding the evaluation schedule to ensure that their current work will not be affected by the scheduled ranking.
 - The sub offices will have their sub-committee that will help in ensuring proper evaluation including class observation/ demonstration teaching and Teacher reflection.
 - There shall be separate RQA for Kindergarten, Elementary, Special Education Teacher, and Junior High School per subject area, and Senior High School per track.
 - The cut-off score for inclusion in the Registry of Qualified Applicant is fifty (50) points.
 - The RQA approved by the Superintendent will be the official Registry of Qualified Applicants for Teacher I for School Year 2025-2026.
5. For clarification regarding the criteria and point system for hiring Teacher 1 position, please refer to Enclosure 2 of DepEd Order No. 7 s. 2023; and DepEd Order No. 21 s. 2024.
6. Wide dissemination and strict compliance with this memorandum are desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____

Application Code: _____

Position Applied For: _____

Office of the Position Applied For: _____

Contact Number: _____

Religion: _____

Ethnicity: _____

Person with Disability: Yes () No ()

Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer**OMNIBUS SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

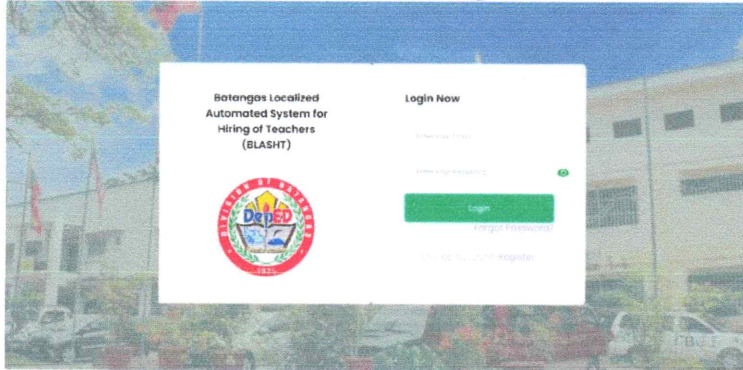
Subscribed and sworn to before me this ____ day of _____, year _____.

Person Administering Oath

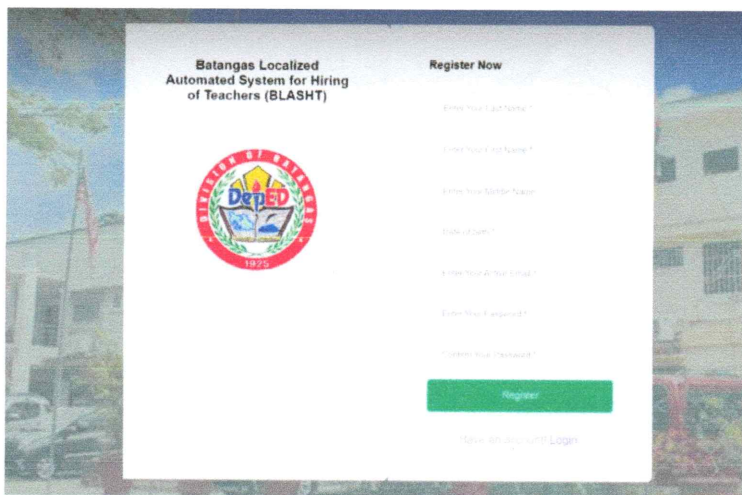
In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

Batangas Localized Automated System for Hiring Applicant Dashboard

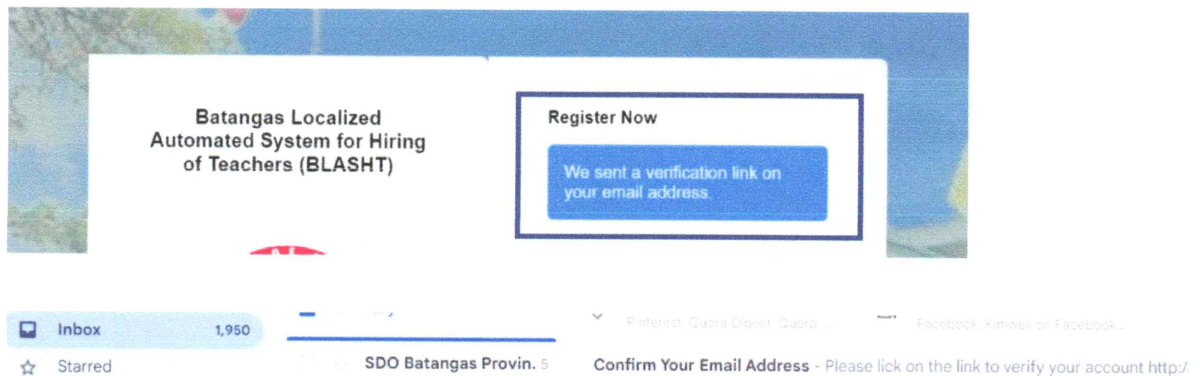
1. Go to <https://blasht.sdobatangas.online> then click Create Account **Register**.



2. Fill up the necessary information then click **Register**



3. Check your registered email for confirmation of Registration.



4. Confirm your registration by clicking the provided link in your email.



5. Log in with your registered Email and Password

The screenshot shows a login page with a header "Login Now". Below it are two input fields: "Enter Your Email" and "Enter Your Password". A green "Login" button is positioned below the password field. To the right of the button is a link "Forgot Password?". Below the button is a link "Create Account? Register". At the bottom, a green box contains the text "Account verification has been successfully completed."

6. Fill the necessary information then click **Update Profile**.

The screenshot shows a user profile update page. On the left is a sidebar with a "Welcome" message and a list of menu items: Profile, My Applications, Settings, and Logout. The main content area is divided into two sections. The "Personal Details" section contains dropdown menus for Sex, Civil Status, Religion, and Ethnic Group, and a text field for Disability. The "Address and Contact Details" section contains text fields for Contact Number 1 and Contact Number 2, dropdown menus for Province, Town, and Barangay, and a text field for Street. At the bottom right is a green "Update Profile" button.

7. On the left portion, go to My Applications, then click the **Add** button on the right portion.

The screenshot shows the "My Applications" page. The sidebar on the left has "My Applications" selected. The main content area is titled "Recent Application(s)" and contains a table with columns for Application ID, Application Title, and Application Status. In the top right corner of the main content area is a blue "Add" button.

8. Fill up necessary information for your application then click **submit**.

The screenshot shows the "New Application" form. The sidebar on the left has "My Applications" selected. The main content area is titled "New Application" and contains dropdown menus for "Select Position Applying For", "Select Level", "Select Specialty", "Select Sub-Office", and "Select School". At the bottom is a green "Submit" button.